



## Clementi Town Secondary School

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6 January 2022

Dear Parents/Guardian of Secondary 1 Clementeens,

1 A warm welcome to the Clementi Town Secondary School (CTSS) community! Each term, you will receive a Principal's letter which highlights key announcements and school programmes. Please refer to the subsequent paragraphs for information about the new school year and Term 1 updates.

### School Motto, Vision, Mission, and Values

#### School Motto

*Aspire and Grow*

#### School Vision

*To be a vibrant community of learners, with the heart to value every individual and the spirit to serve and to excel.*

#### School Mission

*To develop in every Clementeen the passion to learn, the confidence to lead and the humility to serve.*

#### School Values

*Adaptability, Self-discipline, Perseverance, Integrity, Respect, Empathy (ASPIRE)*

2 Our school Motto, Vision, Mission, and Values guide all that we do in CTSS and represent what we would like your child/ward (or 'Clementeen') to become by the time he/she graduates. Our hope is for all Clementeens to be anchored in the ASPIRE values, possess a positive attitude towards lifelong learning, and be able to show care for one another as well as others in the community. A detailed description of our desired Student Outcomes for all Clementeens can be found in the Student Handbook (page 7). I seek your partnership with my teachers as we educate our Clementeens together.

### Secondary 1 Meet-the-Parents Session (Fri 14 January 2022)

3 I warmly invite you to join the Secondary 1 Meet-the-Parents Session on Fri 14 January 2022, from 6.30pm to 8.00pm via the online meeting platform, Zoom. This is part of our continuous effort to enhance communication and partnership between you and the school. More information regarding registration for the Zoom session will be put up on Parents Gateway. The programme will consist of the Principal's Address, Briefing on NDLP, Question & Answer, and breakout sessions with Sec 1 CCA Parents.

### CCA Parents – Caring and growing our Clementeens

4 In CTSS, the equivalent of form teachers are referred to as Co-Curricular Activity (CCA) Parents or CCAPs for short. Each student will have a CCAP who oversees his/her well-being and development. This arrangement encourages students from the same CCA to forge friendships through in class and CCA experiences, regardless of their academic streams. As mentioned above, you will have the opportunity to meet your child/ward's CCAP at the upcoming Secondary 1 Meet-the-Parents Session.

### **Invitation to join Parent Support Group**

5 Our Clementeens do their best when parents/guardian and school staff work hand in hand. Our CTSS Parent Support Group (PSG) is an invaluable community and resource for fellow parents/guardians. I hope you will be considering joining the PSG. For more information, please visit this website: <https://clementitownsec.moe.edu.sg/partners/parent-support-group-psg>. For queries, please contact our PSG representatives at [ctsspsg@gmail.com](mailto:ctsspsg@gmail.com).

### **Suggestions for Smooth Transition to Sec 1**

6 Your child/ward will need your support and encouragement to assimilate into new school life which includes new routines, expectations and subjects. We would like to suggest some ways you could help him/her at home as well as strengthen our home-school partnership:

- Talk to your child/ward about what they experienced in school each day. Focus on the positive areas to help your child/ward be excited about school.
- Pay attention to your child/ward's strengths and interests. Observe what makes his or her eyes light up!
- Create a conducive home environment for your child/ward to enjoy reading and to finish his/her homework by himself/herself.
- Guide your child/ward in managing his/her time. Encourage your child/ward to live a healthy, balanced life with time for sleep and play.
- In the learning process, your child/ward will inevitably encounter challenges and frustrations. Reassure him/her that getting things wrong is part of learning and support him/her to persevere through challenging problems. Encourage your child/ward to ask questions in class and to look for teachers when he/she needs help.
- Help your child/ward relate to others. Encourage him/her to cooperate with, and look out for his/her classmates.

### **Sec 1 Parenting Talk: 'A Start Right' Transition Into Secondary School (Sat 15 January 2022)**

7 The school has organised a talk for parents to learn more about managing your child/ward's transition from primary to secondary school. It will be held on Sat 15 January 2022 from 9.30am to 11.30am via Zoom. Details will be shared through Parents Gateway.

8 Synopsis of the Talk: Transition into Secondary school is a big and exciting stage in life. New school, teachers and friends. In addition, your child/ward is now a teenager. With all these changes, it can be stressful and challenging for both parent and child/ward. Learning to manage these changes positively can make the transition better and strengthen your relationship with your child/ward. The speaker, Mr Michael Chua, will share parenting tips on how to connect with your teenager and support his/her mental well-being as he/she transits into secondary school life.

### **School Hours, Policies on Attendance and Use of Personal Electronic Devices**

9 I would like to emphasise the importance of regular school attendance, which is strongly correlated to student engagement and achievement. If your child/ward has to miss school due to medical reasons, please ensure that his/her absence is supported by a Medical Certificate (MC). For other absence from school which is not supported by medical reason, please note that the school will only accept a maximum of two letters of excuse from parents/guardian, per semester.

10 If your child/ward is not in school by 8.00am each school day, an SMS notification will be sent to one of the parents/guardian at 8.30am. This is to keep you informed of your child/ward's daily attendance. Please note that only the parent/guardian listed as the "Primary Person to Contact" will be notified by SMS when your child/ward is not in school.

11 Use of personal electronic devices such as mobile phones and mobile game consoles are not allowed during curriculum time, CCA sessions, learning journeys, enrichment and academic support programmes. Clementeens must switch off and keep their personal electronic devices in their assigned locker during school-

related activities. Mobile phones can only be used after curriculum time or 2.00pm (Monday to Thursday) and 12.45pm (Friday), whichever is later. For students who do not abide by this rule, his/her parents/guardian will be invited to the school to collect the phone from the school after the period of confiscation.

### **School Assessment Policy**

12 In line with Ministry of Education's direction to reduce high-stakes testing and free up curriculum time to foster deeper and more engaged learning, there is no mid-year examination for Sec 1 students. Student learning will be assessed through 'Weighted Assessments' (WA) through the year, before the End-of-Year Examinations. These WA can take the form of class tests, projects, performance tasks and coursework, for example.

13 The School Assessment Policy includes no more than:

- 1 WA per subject per term.
- 3 WA in any given week, and
- 2 WA in any given day.

An overview of the Assessment Weighting Plan can be found on the school website

<https://clementitownsec.moe.edu.sg/curriculum/assessment>).

### **Personal Data Protection Act (PDPA)**

14 Photographs or video images of your child/ward may be taken during school activities and events such as classroom lessons, CCAs and school camps to name a few. The school may use and publish such photographs and video recordings in school publications, the school website, social media platforms and other communication channels. If you do not wish to have your child/ward featured in our publications and the other platforms mentioned above, please write in to [teng\\_may\\_hwee\\_teresa@moe.edu.sg](mailto:teng_may_hwee_teresa@moe.edu.sg) by Wednesday 12 January 2022 with your child/ward's full name, level of study and allocated Co-Curricular Activity (CCA).

### **Traffic and School Safety**

15 The road traffic condition outside the school during peak hours i.e. between 7.00 and 7.20am will be heavy. We seek your patience and understanding to plan ahead, drive safely and to observe safety of both pedestrians and vehicles on the road. We need your support in empathising with our Security Guards as they guide the movement of vehicles and pedestrians at the school gate and ensuring safety for all. We also encourage parents driving into the school compound to abide by the road directions and maintain your speed limit to 15km/h. We urge the cooperation from all parents picking-up your child/ward from school for not parking and waiting at the foyer. This is to prevent unnecessary traffic and safety issues for other road users.

### **School Public Online Calendar**

16 The school maintains a public online calendar on our website for parents/guardians' reference. It can be accessed via the school website under the tab, *Parents > Calendar* ([link](#)). Students' activities across various levels of study can be found in this online calendar.

### **National Digital Learning Programme (NDLP)**

17 In 2020, MOE launched the NDLP for our schools to help students strengthen their digital literacy. One of the components of the NDLP is the introduction of the Personalised Digital Learning Programme (PDLP) for all secondary school students, whereby every secondary school student will own a school-prescribed Personal Learning Device (PLD).

18 In CTSS, our choice of PLD is the iPad. Our Sec 2 to 4 students received their iPads in Oct last year, and our teachers are looking forward to enhancing their learning with the device this year. We expect your child/ward to receive his/her iPad by the end of Term 1, or at the start of Term 2. The school will be sending you more information regarding the purchase of your child/ward's PLD at a later stage. For now, you can find more information on NDLP in CTSS at this link: <https://clementitownsec.moe.edu.sg/ndlp>.

## **Secondary 1 Programmes in Term 1**

### **Chinese New Year Celebration (31 January 2022) and Annual Donation Drive**

19 The school will be organising a Chinese New Year Celebration on Mon 31 January 2022. Students will be dismissed at 10.30am. More information will be provided to parents/guardians via Parents Gateway nearer the date. Students do not need to report to school on Tues 1 February and Wed 2 February 2022 as these two dates are designated public holidays.

20 In the midst of celebration, we remember the underprivileged in our society. In inculcating the value of empathy in our Clementeens, the Mother Tongue Language (MTL) Department is holding the annual donation drive for *St Andrew's Cathedral Home for the Aged*. We seek your support to encourage your child/ward to contribute at least one item (e.g. canned food or daily necessities) by Fri 28 January 2022. Donations are voluntary. Details on the donation drive will also be posted on Parents Gateway.

### **Mother Tongue Language Fortnight Programme (7 – 18 February 2022)**

21 To develop students' understanding and interest towards their own culture, the Mother Tongue Language (MTL) department will hold the MTL Fortnight Programme from 7 to 18 February 2022. Details will be given later.

### **Secondary 1 Peer Support Programme**

22 To help Secondary One students transit into secondary school life, our Peer Support Leaders are running a Peer Support Programme to foster positive peer relationships, build strong social circles of support, and help to look out for signs of distress among their peers.

23 The Peer Support Programme will take place on the following Thursday afternoons in Term 1 from 3.30pm to 5.30pm: 13 January, 27 January, and 24 February.

### **Blended Learning and Self-Directed Learning (SDL) Days**

24 Blended Learning provides our students the opportunities to learn using both online and offline approaches, both in class as well as on home-based learning days. In class, Blended Learning is facilitated by the students' PLDs. Blended Learning will also occur on home-based learning days, which CTSS refers to as Self-Directed Learning (SDL days, for short).

25 SDL Days aim to provide students with more opportunities to learn at their own pace and to be empowered to take charge of their learning. The SDL Days are also part of our emergency planning efforts to ensure that Clementeens can still be engaged in learning in the event of any emergency school closure.

26 The Term 1 SDL Days are tentatively from Mon 7 to Fri 11 March 2022. Please note that your child/ward need not report to school on these days. He/She will be expected to be completing his/her online tasks and assignments via e-Learning portals. The SDL instructions will be shared with your child/ward in his/her respective Google Classroom during this period.

### **Values-in-Action (VIA) Project (ongoing)**

27 All students will be involved in an annual VIA project with their Character and Citizenship Education classes. This is part of their development as concerned citizens and active contributors in society.

### **Finance Matters**

28 The school will like to provide advance information on the following finance matters.

29 **Co-payment of personalised sports jerseys:** As part of the school Co-Curricular Activities (CCAs), your child/ward may be given the opportunity to represent the school for competitions. In some of these competitions,

your child/ward will be required to wear an official sports jersey. As the attire will be personalised to your child/ward, the school will subsidise it with co-payment via GIRO, or in cash via SAM Kiosk, Web or Mobile, or by cheque. Deduction from the student's Edusave Fund will not be allowed. The following CCAs will require sports jerseys:

<b>Co-Curricular Activity</b>	<b>School Subsidy</b>	<b>Co-Payment</b>	<b>Total Cost of Sports Jersey (Per student)</b>
CCA - Badminton (1 set)	\$12.50	\$12.50	<b>\$25.00</b>
CCA - Basketball (2 sets)	\$15.00	\$15.00	<b>\$30.00</b>
CCA - Football (1 set)	\$20.00	\$20.00	<b>\$40.00</b>
CCA - Volleyball (1 set)	\$7.50	\$7.50	<b>\$15.00</b>
CCA - Netball (1 set)	\$12.50	\$12.50	<b>\$25.00</b>
CCA -ODAC (1 set)	\$12.50	\$12.50	<b>\$25.00</b>

**30 Subscription of Mother Tongue Language newspapers for identified levels and academic courses:** As part of the school's effort to inculcate the reading of newspapers, students from identified levels and academic courses are required to subscribe for their personal copy of the newspaper in their Mother Tongue Language. The subscription will be for the entire year, excluding school holidays, and the newspaper will be delivered to students during curriculum time. Students are allowed to use the newspapers during Wednesday READ period in the morning. During Mother Tongue Language lessons, teachers may also use the newspaper articles as references. Payment for the newspapers can only be made via GIRO, or in cash via SAM Kiosk, Web or Mobile, or by cheque. Parents will receive the subscription notification via Parents Gateway, where applicable. The table below shows the subscription costs:

<b>Subscription of Newspaper Type</b>	<b>Total Cost of Subscription (Per student)</b>
Subscription to Zaobao Comma	<b>\$30.00</b>
Subscription to Berita Harian	<b>\$10.00</b>
Subscription of Tamil Newspapers	<b>\$12.50</b>

**Conclusion**

31 I look forward to your support and partnership as we work together towards a new year of learning and growth with our young Clementeans in 2022. Wishing you and your family a safe and fulfilling year ahead.

Yours sincerely,

Mdm Rasidah Rahim  
Principal

*(This is an electronic letter. No signature is required.)*